

2/6

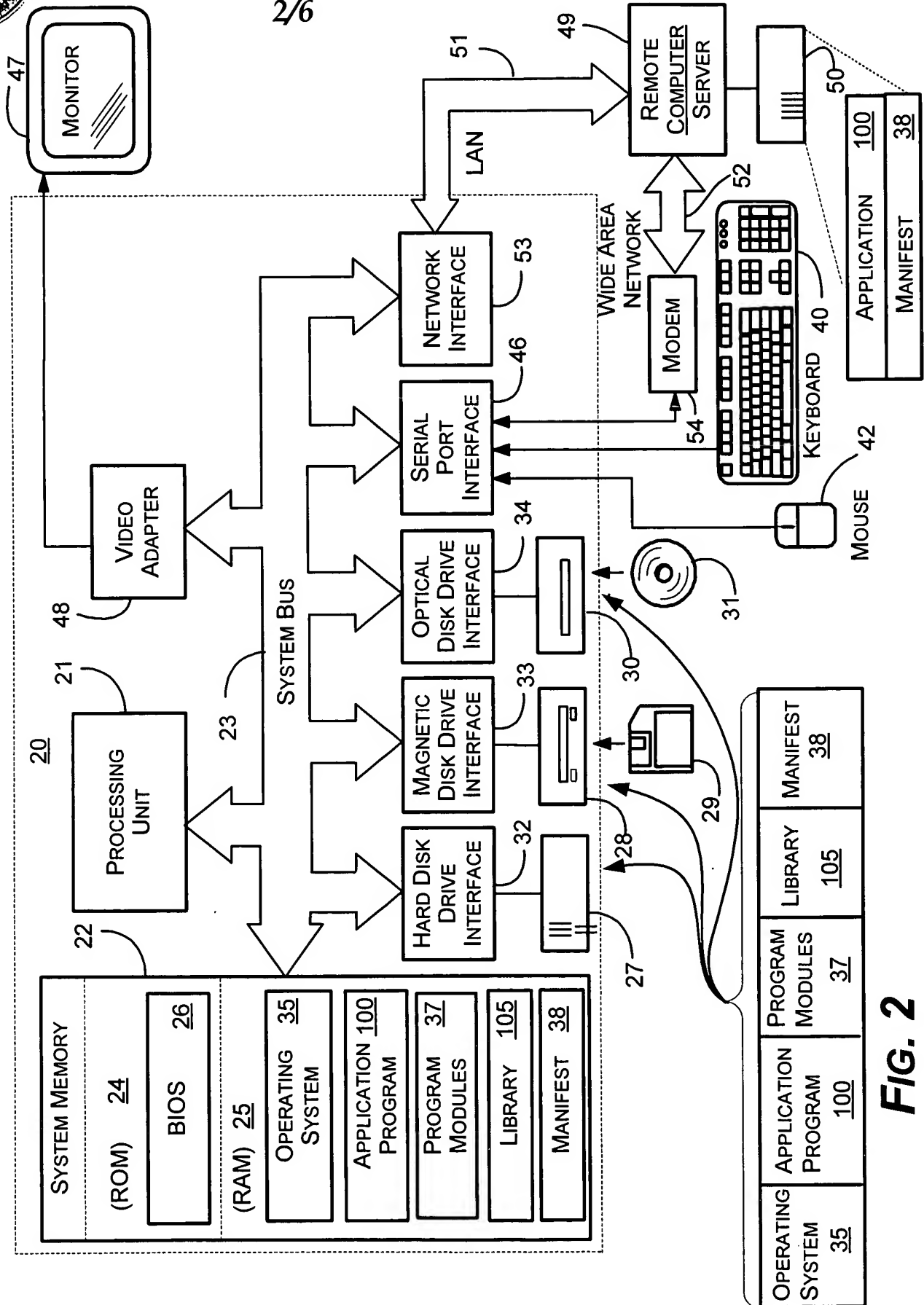


FIG. 2

REPLACEMENT SHEET

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100

112

Microsoft
EMPLOYEE
ANNUAL PERFORMANCE REVIEW
AUGUST 2001

120

Name * [Click here and type]
Email Name * [Click here and type]
Title * [Click here and type]
Employee ID# * [Click here and type]

This form is to be used by employees who are contributors.
Please complete all three parts of this Review.

1. Performance Review and Goal Setting
2. Strengths and Areas for Development
3. Overall Rating, Comments and Signature

Performance feedback sessions should take place periodically throughout the next review period. January through March 2002, a focused feedback planning and assessment session will take place with your manager around job skills and career development.

Reviewer * [Click here and type]
Dept. Name * [Click here and type]
Date * [Click here and type]

Part 1 – Performance Review and Goal Setting

A. Evaluate Performance Against Objectives

125

EMPLOYEE'S EVALUATION AND RATING:
* [Click here and type]

REVIEWER'S EVALUATION AND RATING:
* [Click here and type]

Document Actions

Microsoft Review Form

Start Review Wizard...
Open Last Review...
Submit Review...

Objectives

+ Last Year's Objectives
- Objective Writing Tips

Determine what accomplishments are necessary for success during the next review period. These accomplishments should align with and reinforce:

- * Your area of responsibility
- * Your strengths and knowledge
- * The goals of your group and division
- * Your areas of interest

Determine your focus within the accomplishments. What specific actions and events are required to achieve the accomplishments?
Determine what success will look like.

145
155
160
135

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Fig. 3

REPLACEMENT SHEET

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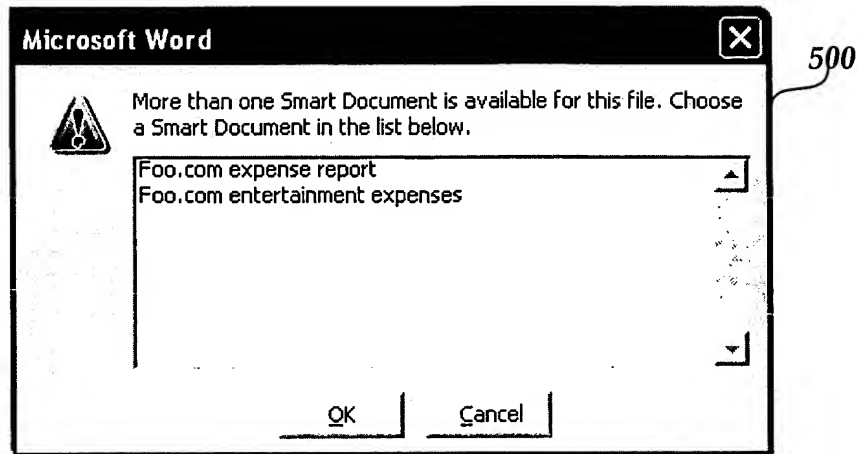


Fig. 5

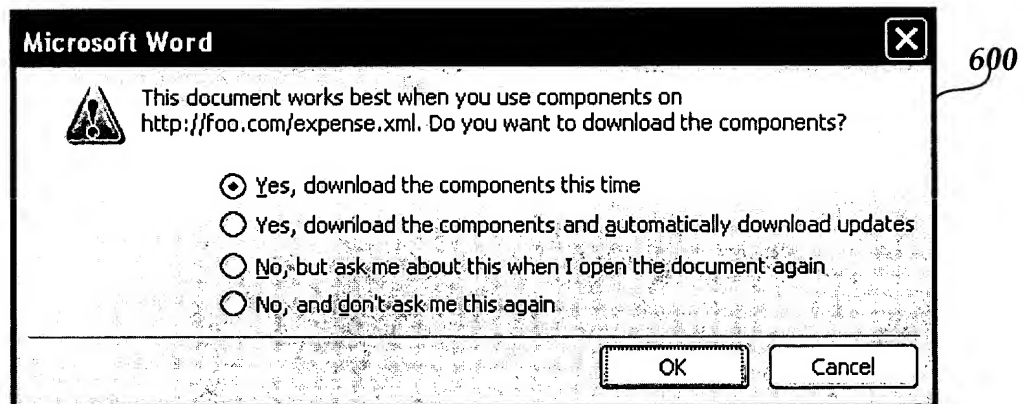


Fig. 6

REPLACEMENT SHEET

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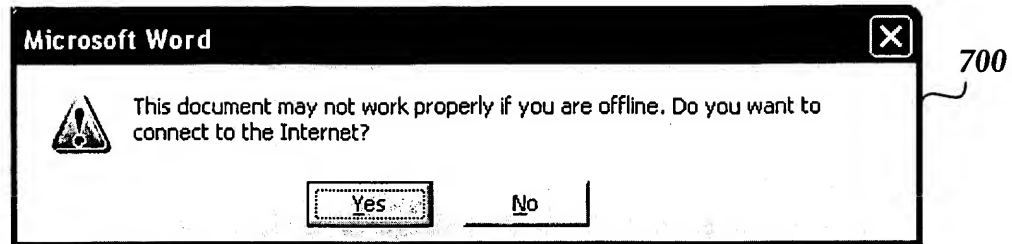


Fig. 7

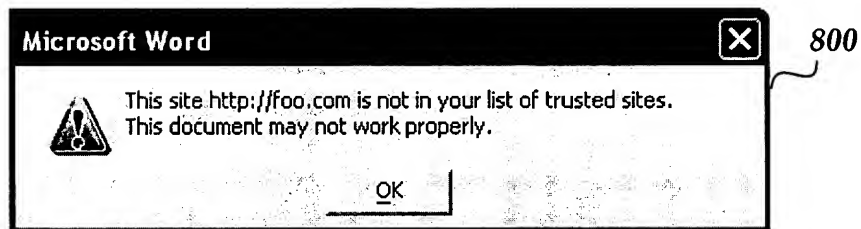


Fig. 8

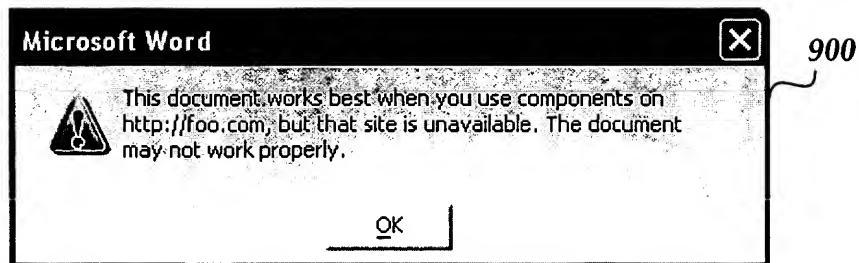


Fig. 9